



NARA COVID-19 Response

Fact Sheet #6, version 2: Exit clearance procedures during COVID-19 response

June 9, 2021

This fact sheet provides guidance to help protect NARA staff from the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace and continue agency operations while NARA is in a “maximum telework” operating status. This version requires separating individuals to return to NARA facilities, including closed facilities, to return Government property in their possession, except where extenuating circumstances prevent it.

Exit clearance procedures.

These procedures apply to all NARA employees, contractors, volunteers, and interns who separate from NARA or are reassigned to a different NARA organization; all separating agency declassification reviewers (Federal employees and contractors); and any separating Foundation employees and volunteers who have access to NARA facilities and property.

The Clearance Official is the supervisor for NARA employees, students, and interns, the NARA supervisor or volunteer coordinator for NARA volunteers, Contracting Officer's Representative (COR) for NARA contractors, and the Sponsor for agency declassification reviewers. The Administrative Officer may also serve as Clearance Official for NARA employees and Foundation employees, volunteers, and contractors.

1. **Clearance Officials will submit information through a Google form.** The Google form [here](#) collects the individual's email address, current office, type of departure (*separation*, including retirement, from NARA versus *reassignment* within NARA), separation/reassignment date, phone number, Clearance Official email, and individual category (e.g. NARA employee, contractor, declassification reviewer).
 - a. Once the form has been submitted, the Clearance Official will receive an automated message to validate their submission.
 - b. Once validated, Google will send an out-processing checklist to the Clearance Official and the separating / reassigned individual. The checklist does not need to be returned or submitted.
 - c. Google will automatically capture the information from the forms in a spreadsheet maintained by the Office of Human Capital.
 - d. A separation or reassignment action must be initiated in the Federal Personnel Payroll System (FPPS) whenever a NARA employee separates or is reassigned.

For an employee separation, the Clearance Official initiates the FPPS action; for an employee reassignment, the gaining supervisor initiates the FPPS action. The Clearance Official should coordinate with their Administrative Officer for any separation or reassignment of a NARA employee.

2. **Some offices will be notified immediately.** Offices that require exit interviews and offices with program responsibility for Government property or financial management will be automatically notified as soon as the Clearance Official validates a separation or reassignment notification form.
 - a. The form process will notify Information Services (ITsupport@nara.gov) and the Security Management Division (Physical.Security@nara.gov) for every validated separation or reassignment.
 - b. The form process will notify the following offices when the separating or reassigned individual is a NARA employee:
 - Office of Human Capital (humancapital@nara.gov);
 - Office of the Chief Financial Officer (exitBC@nara.gov);
 - Office of the Chief Acquisition Officer (Z.Help@nara.gov);
 - Facility and Property Management Division (exitBF@nara.gov);
 - Office of General Counsel (ethics@nara.gov);
 - Corporate Records Management (recordsmatter@nara.gov);
 - Insider Threat Program (insiderthreat@nara.gov); and
 - Archives Library Information Center (alic@nara.gov).
3. **The Clearance Official and the separating or reassigned individual must arrange for exit interviews and the return of Government and personal property prior to the date of separation or reassignment.** Government property includes the individual's personal identity verification (PIV) badge, permits and passes, keys, laptop or tablet, mobile device, corporate records, and any other Government property in the individual's possession at the time of her or his separation or reassignment.
 - a. Individuals who are separating (leaving NARA) must conduct exit interviews and return all Government property in their possession on or before their date of separation. Individuals who are reassigned within NARA may complete their exit interviews and return Government property after the date of reassignment, with the mutual agreement of the Clearance Official, if they cannot do so earlier due to COVID-19 procedures or restrictions.
 - i. At open facilities (including facilities in Phases One, Two, or Three), the Clearance Official and the separating or reassigned individual will return to the workplace, on a date that is on or before the individual's date of separation or reassignment, for the individual to return all NARA property in their possession and retrieve any personal items. The Clearance Official will coordinate with the Designated Official to recall the individual to the facility.

- ii. At closed facilities (including facilities operating at “emergency” or “Phase 0” levels), NARA will recall Clearance Officials and separating individuals to a closed facility to return NARA property.
 - (1) If there are extenuating circumstances that prevent a *separating* individual from returning to the facility before their separation, the Clearance Official may arrange to receive the property after the facility reopens. The separating individual will retain and secure all NARA property in their possession until the facility reopens. The separating individual may be held personally liable for the value of any Government property they do not return within a reasonable period of time after the facility reopens.
 - (2) NARA will not recall an individual being *reassigned* (transfer within NARA) to a facility that is closed due to COVID-19. The reassigned individual will retain and secure all NARA property in their possession until the facility reopens.
 - (3) If extenuating circumstances prevent a Clearance Official from returning to the facility, the Clearance Official will make arrangements with another NARA official (e.g., another supervisor or the Administrative Officer) to return to the workplace and receive returned Government property.
 - b. Any separating or reassigned individual who had access to classified national security information must receive a remote (telephone or Google Hangouts) security clearance debriefing before the individual’s date of separation or reassignment. The individual and/or Clearance Official must schedule a remote security clearance debriefing by contacting personnelsecurity@nara.gov. (Please note that agency declassification reviewers are debriefed by their home agency or employer.)
 - c. Any NARA employee who is separating from NARA and has submitted a financial disclosure form in the last 12 months (OGE Form 278 or Form 450) or plans to work for a NARA contractor after employment must receive a remote briefing on post-employment ethics before their separation date. The employee must schedule a remote post-employment ethics briefing by contacting ethics@nara.gov.
- 4. **IT System Owners and other programs will receive a notification of all separations and reassignments every pay period.** Each pay period, the Office of Human Capital will prepare a list of all individuals who separated or were reassigned in the previous pay period. Separations and reassignments of NARA employees will be based on FPPS actions completed in the previous pay period. All other separations and reassignments will come from Google forms with a separation / reassignment date in the previous pay period.

- a. *Owners of general systems, such as the ICN or LMS, will terminate system access for all separated individuals, but will not remove access for reassigned individuals.*
- i. Biweekly reports will clearly identify individuals who are separating from NARA versus those who are being reassigned to another NARA organization or location. Owners of general systems must be careful not to remove access for individuals who are being reassigned within NARA.
- ii. For the purposes of this policy, “general” systems include:
- NARANet, Google, and Expressions (voice mail) (ITsupport@nara.gov);
 - ICN (icn@nara.gov);
 - NARA@work (intranet [@nara.gov](mailto:nara.gov));
 - LMS (NARA.LMS@nara.gov); and
 - Public Transit Subsidy Program (PTSP@nara.gov).
- b. *Job-specific systems will terminate access for all separated or reassigned individuals, unless a reassigned employee or new supervisor notifies the system owner that they should retain access.*
- i. In most cases, employees in different NARA organizations have different roles or permissions in NARA information systems. A reassigned employee may not be authorized to access the same information or functions in their new position. In order to maintain information security in NARA systems, system owners of job-specific systems will terminate access for reassigned employees unless new access request forms are submitted. Clearance Officials and reassigned employees will be notified of this requirement when the Google form is validated.
- ii. For the purposes of this policy, job-specific systems include:
- AAD, AERIC, AMIS, and APS (exitixo@nara.gov);
 - ARCIS (arcishelp@nara.gov);
 - Classified network and systems (including ADRRES) (exitndc@nara.gov);
 - CMRS, CHARTS, CATS, VA BIRLS, and DPRIS (NPRC_SSA@nara.gov);
 - DAS (lifecycle.coordination@nara.gov);
 - ERA (ERAAccounts@nara.gov);
 - Financial/Acquisition systems: OBIEE financial reports, ConcurGov, CitiDirect, PRISM, and OFAS (exitBC@nara.gov);
 - Human Capital systems: FPPS and OBIEE for HR data, and WTTS/EOD (FPPS@nara.gov);
 - HMS (HMS_Support@nara.gov);

- Quicktime (quicktime@nara.gov);
- RCPBS (NISP_RCPBS_Support@nara.gov);
- Social media (socialmedia@nara.gov);
- VSS (vss@nara.gov); and
- Health unit (healthunit@nara.gov).

Point of Contact: If you have questions or comments, please contact the Office of Human Capital at humancapital@nara.gov.